

# Neuadd Glannau Ffraw / Aberffraw Village Hall

## CARETAKERS HANDBOOK

The most important thing that you must remember when carrying out any duties for the hall is that you have an obligation under UK law to ensure your own and those that maybe affected by your actions, health & safety. Put simply it means how you and others might be affected by what you do or don't do.

Make sure that you have read & understood the Village Hall Health & Safety policy & the guidance contained therein.

The Management Committee want you to be able to work safely and to this end expect you to take notice of:

- Electrical safety
- Manual handling safety
- Use of materials & substances safety
- Lone working safety
- Working at height safety

If you are unsure about any of the tasks that need to be done you must contact one of the committee members to request help or guidance, never put yourself at risk.

Whilst working in the hall no children (anyone under the age of 16 years) or animals must be allowed in the building.

### **The caretaker is responsible for:**

- Access availability of the premises & security
- Operation & simple maintenance of the heating system
- Layout of the hall required for events
- Procurement of cleaning & domestic requisites, including boiler fuel pellets
- Cleanliness & Housekeeping of the premises including public toilet
- Ensuring waste bins are left out on the correct collection day
- Handing in a completed timesheet to the Hall Chair at the end of each month.
- Attending the monthly Hall Management Committee meeting.

## Caretaker Main Duties

- The caretaker will be the responsible key holder who will ensure that the centre is open when required and secured after events.
- Duties will include being responsible for security and cleanliness of premises. The washing and polishing of floors as required to maintain a well cared for appearance.
- Ensuring that the Hall is laid out to the requirements of any event scheduled and returned to normal state after events.
- Removal of rubbish to the appropriate bins for removal
- The cleaning of internal windows.
- Maintaining a supply of pellet fuel for the Hall heating system. Order supply of pellets when at a minimum of 10 bags.
- The heating system is activated when required 30 minutes before any event commences and turned off after the event.
- Visually checking the premises and equipment to ensure that no faults are evident and any that are found: **Faulty equipment is made safe and marked not to be used.**

***Hall Chair/ViceChair is informed so that they may arrange follow up action.***

***The fault is recorded in the Hall Incidents book***

- The caretaker shall report to the Hall Secretary any loss, breakage or damage to the building or assets or any repairs required.
- General exterior tidiness of Hall surrounds.
- Ensuring that refuse bins & recycle containers are made available for collection & made safe & secure after service.
- The caretaker is expected to be proactive in care & appearance of the Hall.

*This list is not exhaustive and other duties may be included following discussion between both parties.*

**Note:** A more specific **Daily Task Schedule** covering Winter / Summer periods for toilet cleaning, heating requirements, and hall layouts in conjunction with the **Monthly Bookings Schedule** is also available.

## **Electrical Safety**

Never handle electrical equipment with damp hands.

Before using any electrical equipment, look at it and if it or if its leads appear damaged **do not use it**, mark it up **DO NOT USE** and put it where no one else can use it and ensure that you report this to the management committee

Always be aware of trailing leads as a source of trip hazards.

If you are not sure how to use any piece of equipment, ask for assistance.

## **Manual Handling Safety**

Never attempt to lift, carry or move anything that you do not feel comfortable with, ask for assistance.

Follow safe handling guidance provided in the Village Hall Handbook.

## **Use of Materials Safety**

Always read labels on products & follow any safety instructions given.

## **Lone Working Safety**

Always ensure that someone is aware of where you are & at what time you expect to be back.

If possible, have a mobile telephone with you in case you need to call for assistance.

Make sure that you challenge anyone entering the premises whilst you are there & call for assistance if needed.

At no time must children be allowed in the premises whilst you are working.

## **Working at Height Safety**

If you need to use steps to carry out a task it is advisable to ask for assistance.

If using steps ensure that they are stable, correctly secured & that you feel safe to do so.

## **General Health & Safety**

If at any time you have any concerns about Health & Safety you must report your concerns to the management committee.

## **Heating System**

The main hall & J O Williams room are both supplied with heating by the boiler room system, which consists of two Grants 6-26K Condensing wood pellet boilers, supplemented when needed by individual electric heaters.

Operation of the boiler system is simple & instructions for the operation are given below.

The two boilers require ash removal & cleaning of the flu area every 3 months & instructions on carrying out this task are contained in the Grant User Instruction handbook on pages 12 &13. This handbook is kept in the boiler room. When carrying out this task it is advisable to wear a face mask. **Do not carry out this task** when the boilers have been in use and likely to be warm/hot.

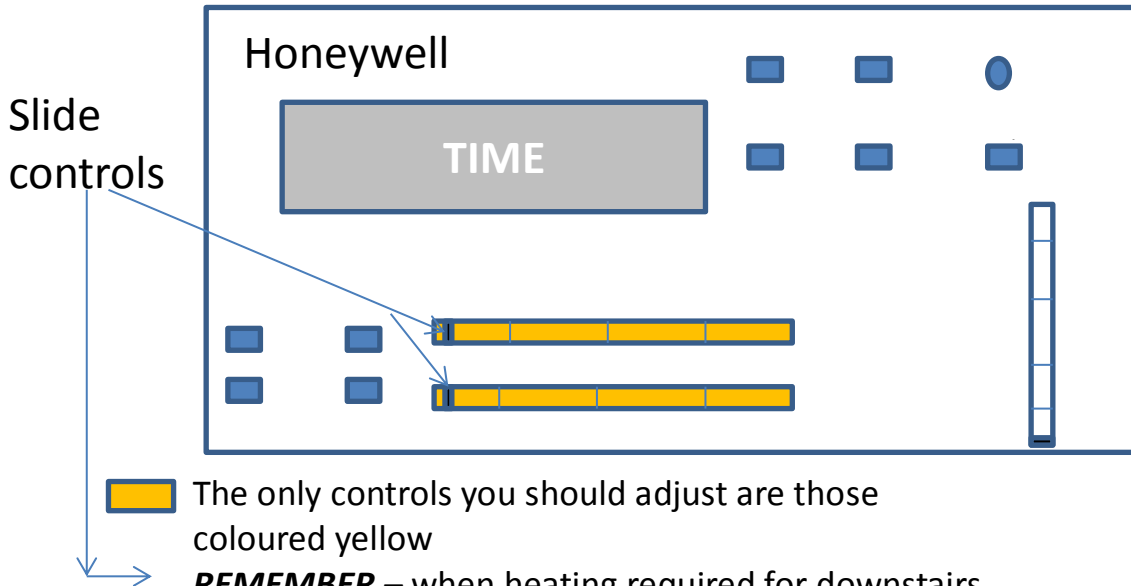
## **Pellets**

Pellets are usually supplied in 10 or 15 kilo bags & correct manual handling methods should be used.

When the number of pellet bags is reduced to 10, then order a pallet of replacements – this will be 42 bags. These are obtained by contacting Wolseley in Gaerwen on 01248 422456. You should also agree with them on a delivery date & time as you will need to be in attendance to bring the pellets into the boiler room.

## Heating Controls

### Boiler Room



**REMEMBER** – when heating required for downstairs Committee Room you must also set the control down there to work the heating

**To switch on** – slide the control over to Continuous (Contin).

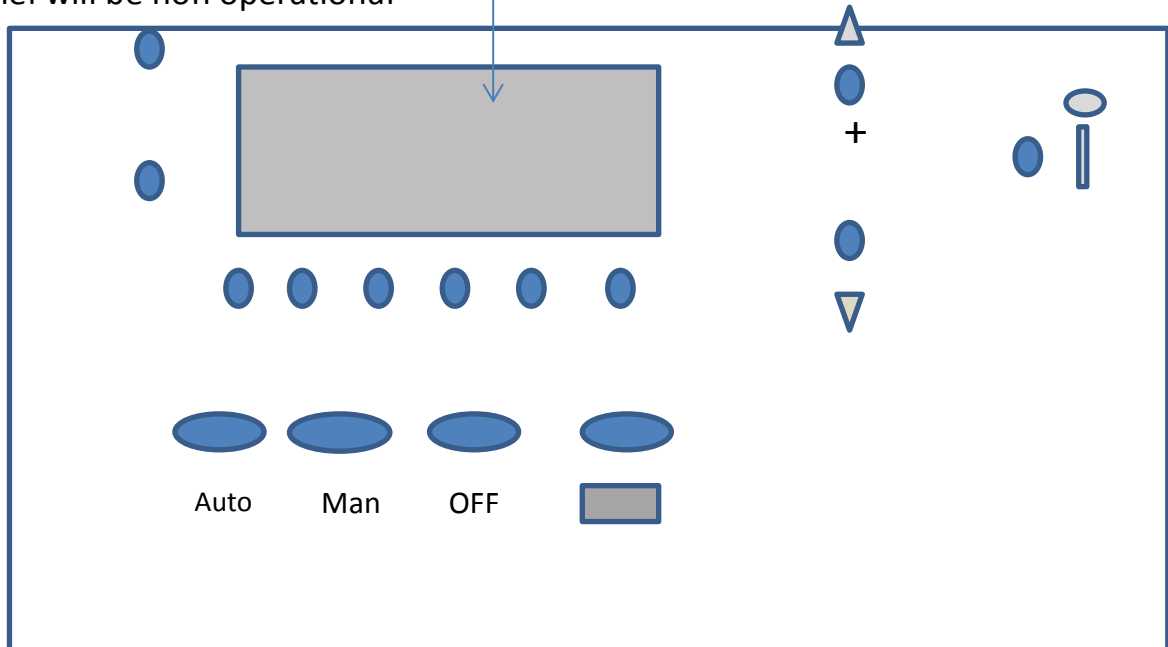
**To turn off** – slide back to the off position. Do not worry if the boiler sounds like it is still running, it is just purging the burnt gasses out of the chimney

When using the heating in the J O Williams room you must turn on the boiler in the boiler room before switching the heating on in the room. When you are switching off the heating you must switch off the heating in the J O Williams room before switching off the boiler.

## Downstairs Committee ( J O Williams)Room Heating Control

(Control panel door open) If this screen is blank please inform caretaker or one of hall

Committee as the panel batteries may require changing and panel will be non operational



***To turn on push Man, to turn off push Off*** – these are the only two controls you need to use.

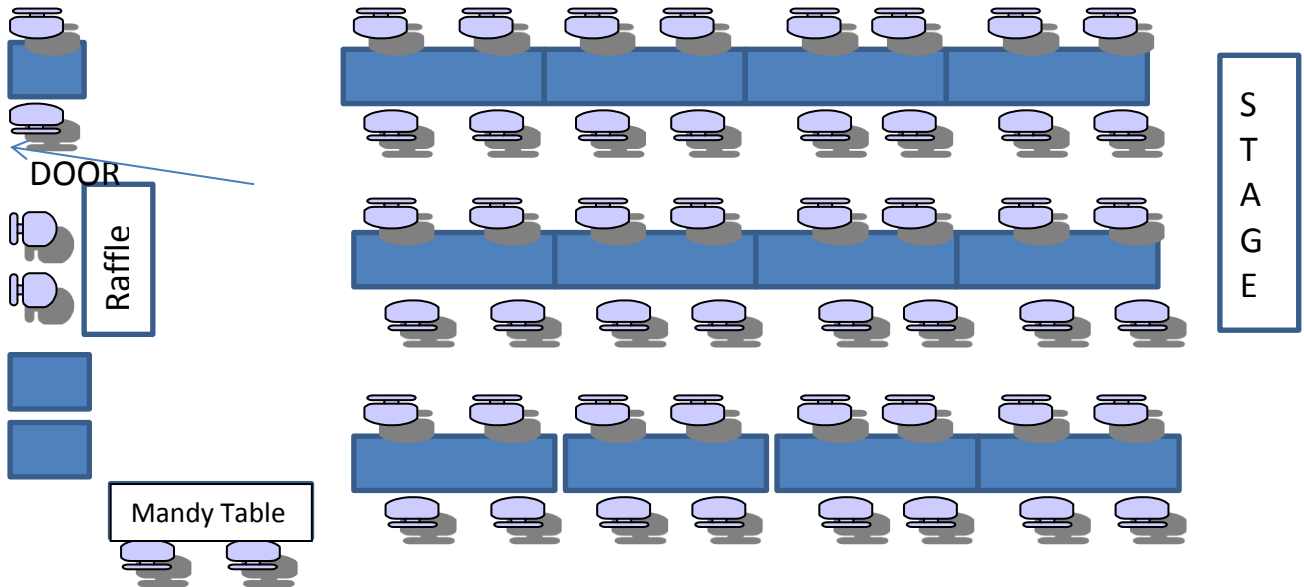
(If the room is too warm, either turn the thermostat valves on the radiators down to a lower number, or turn the heating off here.)

When you turn on it will take around 20 seconds to kick in.

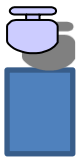
When switching on or off hold the buttons in until you hear a distinctive click.

# Hall Layout Diagrams

For **BINGO**. 3 rows of 4 tables & 4 double chairs per table. Chairs are stacked in Sets of 6 & stored in equipment room.



**LINE DANCING** –Tables and chairs cleared away. Chairs in sets of 6  
2 sets each side of stage & rest in equipment room. Tables must be  
stacked **face to face** in equipment room



DOOR



2 x sets of 6 chairs



**YOGA** – tables and chairs cleared away. Chairs in sets of 6  
2 sets each side of stage & rest in equipment room. Tables must be  
stacked **face to face** in equipment room.



DOOR



2 x sets of 6 chairs

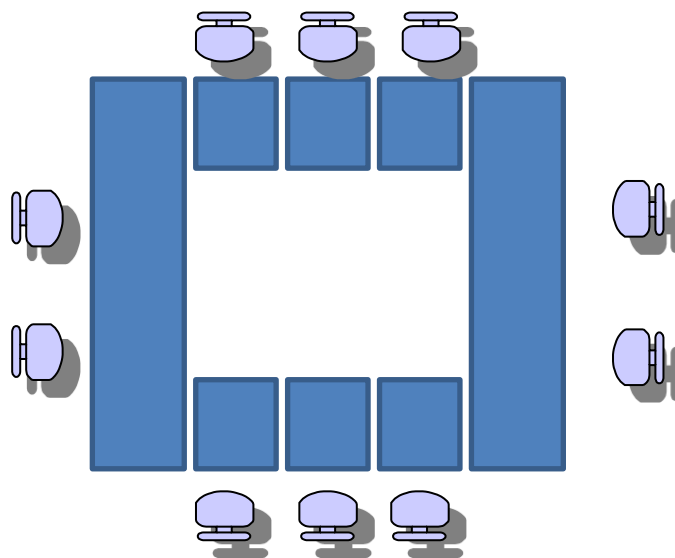




## J O Williams Committee Room

Normal layout for University classes and Committee meetings and after Whist club night. If the University change the layout, leave it as you find it but make sure floor is vacuumed

Toilet



Kitchen

## Notes

*MM 06/2019*